



**TOWN OF PALM BEACH**  
 Planning, Zoning & Building Department  
 360 South County Road  
 Palm Beach, FL 33480  
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**PROJECT DESIGNATION MATRIX**  
 Architectural Review Commission  
**DRAFT REVIEW 07.22.24**

ARCHITECTURAL REVIEW COMMISSION (ARCOM)				
PROJECT DESCRIPTION	COMMISSION REVIEW <i>Submit Development Review Application</i>		ADMINISTRATIVE REVIEW <i>Submit Administrative Review Application A Maximum of four (4) per year for any site.</i>	
	ARCOM MAJOR	ARCOM MINOR	CHAIR REVIEW	STAFF REVIEW
NEW CONSTRUCTION	New Residential -or- Commercial Building	2 Story Accessory Structures, -or- 1 Story Accessory Structures > 500 SF	1 Story Accessory Structures ( <u>&lt; 500SF</u> )	
ADDITIONS	Two Story Additions visible from R-o-W -or- Additions to 3 <sup>rd</sup> Floor or Above	One Story Addition visible from R-o-W -or- Second Floor Addition visible from R-o-W	One Story Addition not visible from R-o-W > 400 SF -or- Second Floor Addition not visible from R-o-W > 200 SF	One Story Addition not visible from R-o-W < 400 SF -or- Second Floor Addition not visible from R-o-W < 200 SF
SINGLE FAMILY / DUPLEX ALTERATIONS (Windows, Doors, Garage Doors, Roofs, Siding, Gutters, Decorative Shutters, Exterior finishes, etc.)		Façade or Building Alterations impacting Architectural Style	Removal/Replacement/ Addition of Architectural Feature(s) with Alternate Design	*In-Kind Replacement of Architectural Features
DEMOLITION (COMMERCIAL, OFFICE, MULTIFAMILY)	FULL	PARTIAL		
PAINT (COMMERCIAL, OFFICE, MULTIFAMILY)			ALL	
HURRICANE SHUTTERS			New Permanent Visible from R-o-W	Replacement or Installation of New Removable
SPORTS COURTS	Multifamily or Commercial	Single Family		
SIGNAGE	Illuminated			Non- Illuminated
OUTDOOR SEATING				Commercial Furnishings
AWNINGS				New or Replacement

# ARCHITECTURAL REVIEW COMMISSION (ARCOM)

PROJECT	ARCOM MAJOR	ARCOM MINOR SHORT	CHAIR REVIEW	STAFF REVIEW
<b>COMMERCIAL, OFFICE, MULTIFAMILY BUILDING ALTERATIONS**</b>	Façade or Building Alterations impacting Architectural Style	Façade or Building Alterations, minor in nature, including all C-WA District Fenestration Alterations visible from R-o-W	Removal/Replacement/ Addition of Architectural Feature(s) with Alternate Design -or- Façade or Building Alterations minor in nature, not visible from R-o-W	*In-Kind Replacement of Architectural Features
<b>MECHANICAL EQUIPMENT</b>  <i>Condensing Units, Pool Equipment, Cooling Towers, and Generators over 100kW*</i>  *101kW+ Generators are required to be housed in a building. See New Construction or Additions Row		New Equipment Visible from R-o-W		New Equipment Outside of Setbacks -or- Replacement of Equipment in Existing Conforming Location -or- New Mechanical Equipment Located within Setbacks or in Non-Conforming Location with <b>Neighbor Consent</b>
<b>SITE ALTERATIONS</b> <b>Hardscape</b> <i>Driveways, Patios, Pools, etc.</i> <b>Landscape</b>		Substantial Alterations to Site Hardscape or Substantial Alterations to Landscape	Minor Alterations to Site Hardscape or Alterations within Front Yard	Interior to Lot, Not Readily Visible from R-o-W or Alterations On Side or Rear Property Lines with <b>Neighbor Consent</b>
<b>FENCES, WALLS and GATES</b>		Use of PVC Products, Corrugated Sheet Piling, or other incompatible material	New within Front Yard Setback	*In-Kind Replacement -or- New inside minimum yard setbacks -or- New on Side or Rear Property Lines with <b>Neighbor Consent</b>
<b>LANDSCAPE LIGHTING</b>				With ToPB Exterior Landscape Lighting Affidavit
<b>ARTIFICIAL TURF OR SOLAR PANELS OR</b>		All		
<b>STATUARY</b>		Visible from R-o-W		Not Visible from R-o-W and fully screened by landscaping

**ARCOM MINOR SHORT** refers to 15-day public notice requirement (mailing and newspaper) as opposed to 30-day notice.

**ADMINISTRATIVE REVIEW** all applications outlined above must comport with all zoning requirements of the Town of Palm Beach.

**APPLICATIONS** requiring variance or some other form of zoning relief shall be reviewed by the Architectural Commission as minor or major projects as determined by the Director of Planning, Zoning and Building or his/her designee.

**COMMISSION REVIEW** applications are determined as Major or Minor or Minor Short projects. Please contact PZB Staff to schedule a pre-application meeting.

**CHAIR REVIEW** is required for those applications outlined above. The Chair or his/her designee may refer the application to full Commission Review at their discretion requiring either 30-day notice or 15-day notice, as applicable.

**NEIGHBOR CONSENT FORM** is required for projects which may substantially impact neighboring properties. A completed Neighbor Consent Form provided by the Town shall be submitted with the Administrative Review application. Absent a completed Neighbor Consent Form the application must proceed as a Minor Short to full Commission Review requiring a 15-day notice.

**\*Please note** that requests for in-kind replacements shall utilize the same or substantially similar product in size, design, and other visually related qualities as the existing feature. Documentation on the existing feature and replacement feature shall be provided.

**\*\*Please note** alterations to multi-tenant buildings (condominiums, commercial, townhouses, etc.), require a signed approval letter from the building's governing body (HOA, Condo Association, etc.) as part of the application.